



COMMUNITY DEVELOPMENT DEPARTMENT – PLANNING DIVISION

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**Filing Requirements
for
VARIANCE**

A. PURPOSE

The Variance process is intended to allow variation from the strict application of the physical standards of the Zoning Ordinance. Variances can only be approved where by reason of exceptional topographic conditions or other extraordinary situation or condition, the literal enforcement of the requirements of the Zoning Ordinance would impose difficulties or undue hardship on the owner of the property or use of it. All variance applications shall be reviewed by the City's Planning Commission per section 18.60 of the Municipal Code.

B. FILING REQUIREMENTS

1. Initial Submittal
 - a. Uniform Application
 - b. **Seven (7)** full size sets of submittal plans (see section C)
 - c. **Eight (8)** sets of submittal plans at a reduced size of 11" x 17"
 - d. Public Hearing Noticing Requirements (see section D)
 - e. Filing Fees (see Fee Schedule attached to the Uniform Application)
 - f. Letter of Justification (see section E)
 - g. Vicinity Map
 - h. Current Title Report (maximum 6 months old)
2. Final Submittal
 - a. **Eight (8)** additional sets of submittal plans at the reduced size of 11" x 17"
 - b. CD with plans submitted in a PDF format

C. SUBMITTAL PLANS (See Plan Specification Handout for details required on plans)

1. Site plan

D. PUBLIC HEARING NOTICING REQUIREMENTS

1. Typed list of all property owners within 300' of the perimeter of the proposed project site pursuant to most recent equalized assessment rolls (including Assessor's Parcel Numbers)

2. One set of stamped, addressed, legal size envelopes (4 1/8" x 9 1/2") of all property owners from the list above
 - Use stamps, **do not use postage meter**
 - Be sure to include Assessor's Parcel Number **above** owner's name
 - Do not put return address on envelopes
3. Mailing List Affidavit (attached to Uniform Application)

See Public Hearing Requirement Examples attached to the Uniform Application

E. LETTER OF JUSTIFICATION

Provide written justification outlining the request for a Variance. This letter must answer the following questions. Please note, a one sentence answer is not acceptable, please explain in detail.

1. Describe in detail the special circumstances applicable to your property such as size, shape, topography, location, or surroundings, which cause the strict application of the Zoning Ordinance to deprive you of privileges normally enjoyed by the others in identical zoning districts.
2. Explain how the approval of this variance will not constitute a granting of special privilege not shared by others in identical zoning districts.
3. Is your request of a variance based on a condition or situation that is of so general or recurring a nature, that it is reasonable to amend or adopt standards to eliminate the need for a variance?